

**Position: Associate - Strategic Partnerships**

**Position Summary**

This is an entry level position with the Strategic Partnerships team and contributes to positioning AIFT as a credible CSR implementation and knowledge partner for corporates. The position is responsible for building and maintaining relationships with prospective and current donors. The incumbent will also be responsible for identifying relationship building opportunities with the donor ecosystem including but not limited to corporates, foundations, Industry aggregators such as Chambers of Commerce, Governments, empanelment bodies such as United Way and Tata Institute of Social Sciences.

**Essential functions**

**Prospecting and building a database**

The Officer- Strategic Partnerships will take the lead in identifying partnership possibilities by researching the CSR landscape and matching CSR thematic and geographic focus areas with AIF program priorities. He /She will build a robust database of prospective clients that can be leveraged for AIFT’s program expansion in line with the India Country Strategy.

**Build relationships with donor ecosystem.**

Using the leads generated from the database, the Officer-SP will work with the Manager-SP and Director (as required and needed) to take the conversation forward and convert the relationship. In the course of this activity, He /She will be expected to work on proposals and presentations independently and, as needed, under supervision of the Manager-SP. This position is also expected to track and identify events and conferences where AIFT can participate; facilitate application to Empanelment and Awards etc.

**Documentation and reporting**

The position will work closely with Manager-SP to facilitate donor reporting, preparing presentations and project funding proposals.

**Qualifications/ Experience**

Graduate Degree in Social Sciences/ International Management/ Business Administration/ Communication, with minimum 2 years of experience.

- Excellent written and verbal communication skills; sound representational abilities
- Proficient in MS Word, MS PowerPoint and MS Excel
- Ability to work with cross functional teams
- Ability to identify opportunities and proactively respond to them
- Entrepreneurial and innovative in approach to the management of objectives; High level of energy and commitment to excel
- Basic understanding of national/international developmental issues; with belief in ‘principles of partnership’ for development
- Ability to manage emotions and exercise tact and persuasion in handling relationships supplemented with the ability to manage expectations
- Exhibits self-awareness and personal management skills.
- High personal and professional integrity
- Willingness to travel

**Relationships**

- Direct Report: Manager- Strategic Partnerships
- Relationships: Program Teams, Finance Team, Communications Team.